



Business Process Wizard (BPW) - Step Remark Guide

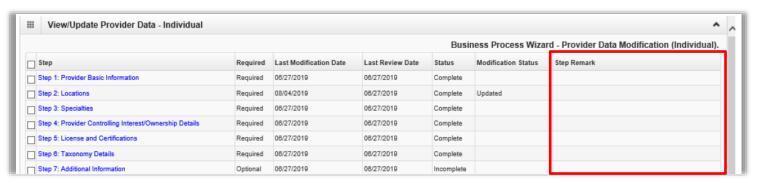
Step Remark Definition

Step remarks are messages that display on the Business Process Wizard screen in the step remark column when information in the specified step is missing or incomplete. Step remarks can display immediately after closing a step or after other steps are completed that require additional information on previous steps.

Enrollment



Modification







BPW Step Remark Resolution Guide		
BPW Step	Step Remark	Resolution
Basic Information	No Step remarks are applicable to this BPW step.	
Locations	Please add/validate Location	Step started but not completed. Return to the step and add/validate Location
	Please add/validate the required addresses	 Add required addresses by returning to the Location and click Add Address to add additional required address(es)
Specialities	Please add required specialties	 Step started but not completed. Return to the step and add/validate required specialties
Provider Controlling Interest/Ownership Details	 Please enter required Controlling Interest/Ownership 	 Step started but not completed. Return to the step and add/validate required controlling interest/ownership
	 Please enter at-least one Managing Employee from Controlling Interest/Ownership screen. 	 From the Provider Ownership List page, click Add. Select Managing Employee as an Ownership Type and complete required fields.
	 Please answer the Owner Disclosure Agreement 	 On the Modify Provider Owner Details for Enrollment page, click the Final Adverse Legal Actions/Convictions Disclosure hyperlink and enter required information.
	Relationship is missing for (Owner Type)	 On the Modify Provider Owner Details for Enrollment page, click the Add button under the Relationship section enter all of the required information on the Add/Modify Ownership Details page. The PRISM system does not create an inverse relationship. Click each owner, and add relationships.
License and Certifications	Please add Required License/Certification	 Add the License/Certification information that is applicable to the specializations entered. The license must cover the start date of the associated specialization.
Taxonomy Details	Please add Taxonomy Details	Step started but not completed. Return to the step and enter Taxonomy Details





Additional	No Step remarks are applicable to this BPW step.	
Information	No step remarks are applicable to this brive step.	
Identifiers	No Step remarks are applicable to this BPW step.	
Mode of Claim Submission/EDI Exchange	 Please choose the Mode of Claim Submission Submission Method is Required at Each Location for Contractor/MCO Enrollment Type 	 Step started but not completed. Return to the step and choose the Mode of Claim Submission For each Contractor/MCO Enrollment location, enter a submission method.
Associate Billing Agent	Please associate required Billing Agent	 Step started but not completed. Return to the step and associate Billing Provider.
	 Not all selected transactions have been assigned to a Billing Agent or Clearinghouse. Please assign a Billing Agent or Clearinghouse for the remaining transactions 	One or more of the selected transactions for Mode of Submission have not been assigned to a Billing Agent or Clearinghouse
Associate Billing Provider	Please add required Billing Provider	 Step started but not completed. Return to the step and associate Billing Provider.
Associate MCO Plan	No Step remarks are applicable to this BPW step.	
835/ERA Enrollment Form	Please complete ERA form.	Step started but not completed.
Payment Details	 Please add required Payment Details information 	Step started but not completed. Return to the step and add payment details.
Enrollment Checklist	Please Answer all the Questions	Answer all questions on the checklist.
Upload Documents	Please upload all required documents.	 Upload all of the documents that are required for your enrollment or modification including a new Provider Agreement. Click the Required Credentials button at the top of the page to see the documents required to upload for your enrollment type.
Submit	 Enrollment Application has not been Submitted. 	Step started but not completed.